

**DELAWARE COUNTY HOUSING AUTHORITY  
DIRECTOR OF MAINTENANCE AND PROCUREMENT  
JOB DESCRIPTION  
SALARY RANGE: \$70,000 TO 75,000**

The Director of Maintenance and Procurement shall be under the direct supervision of the Director of Operations and is responsible for the management and efficient administration of the Procurement and Maintenance programs. Responsibilities shall include but not be limited to the following:

**MAINTENANCE ESSENTIAL RESPONSIBILITIES**

1. Participates in planning new projects and modifications needed to conform to local, state or federal codes and regulations in all DCHA facilities.
2. Acts as a DCHA project manager for maintenance and construction projects. Supervises ongoing projects to ensure HUD standards are met and quality workmanship is maintained.
3. Works closely with The Director of Financial Operations to identify, plan, and supervise Capital Fund needs and improvement projects.
4. Exercises supervisory duties over Inventory Control Officer and Maintenance Staff:
  - a. Reviews employee evaluations, perform advancement or progressive disciplinary actions in cooperation with the Director of Housing Management monitors leave time and determines work schedules.
  - b. Evaluate and manage maintenance procedures, staff and work order system which includes assessing and counseling employees in the areas of skills development and training.
5. Develops and maintains preventative maintenance program. Keeps required records.
6. Ensure vehicle fleet is maintained in clean, safe condition.
7. Able to maintain and update records on computer and correspond with other staff via network.
8. Handles the scheduling of on-call personnel.
9. Performs unit and building inspections when needed to address areas of high and extraordinary need – in conjunction with DCHA Property Management Staff.
10. Reviews reports and directs the resolution of operational and maintenance problems to ensure minimum costs and prevent operational delays.
11. Performs administrative activities associated with the effective management of maintenance operations, including compiling, storing, and retrieving data for reports.
12. Determines responsibilities of staff positions to accomplish business objectives.
13. Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
14. Consistently seek and present new ways to reduce costs and improve processes.
15. Provide support internally for projects.
16. Must plan, coordinate, and execute plans for internal projects.
17. Must abide by the Collective Bargaining Agreement between DCHA and SEIU.
18. Performs other duties as assigned.

### **PROCUREMENT ESSENTIAL RESPONSIBILITIES**

1. Supervision of purchasing and procurement activity and staff.
2. Review and approval of purchase orders, invoices and contracts in accordance with the Purchasing Policy.
3. Maintains internal controls for the Purchasing and Procurement Department.
4. Coordinate the preparation of drawings and specifications for all service contracts and repair contracts with outside contractors.
5. Monitoring contract performance on all Authority service contracts.
6. Management and maintenance of the Yardi Inventory Control System.
7. Coordinate purchasing activity, fixed assets with Director of Financial Operations.
8. Inspect and review, for compliance, plans and specifications, for service contract projects of the Authority.
9. Responsible for Section 3 Compliance and Reporting.
10. Works with the Inventory Control Officer to:
  - a. Maintain an adequate inventory of materials for the maintenance of Authority properties.
  - b. Maintenance and management of purchasing records utilizing the Yardi Purchase Order System.
  - c. Disburse materials upon requisition from Maintenance Personnel.
  - d. Maintain a system for equipment disbursement.

### **ADDITIONAL SKILLS, QUALIFICATIONS, EDUCATION, EXPERIENCE**

1. Thorough knowledge of building maintenance problems and methods used in inspecting, estimating time and cost of repair and the materials needed.
2. Ability to plan, develop, organize, analyze, and supervise building maintenance and repair functions, ability to communicate assignments clearly to subordinates and give suitable instructions.
3. Ability to instruct and guide subordinates in the proper performance of work, and to supervise workers in the field.
4. Knowledge of necessary safety precautions, and procedures associated with the use of tools, equipment, application of chemicals and work procedures in the field.
5. Knowledge of effective work procedures, of obtaining, using, storing, and safeguarding needed equipment, materials and supplies.
6. Ability to establish, maintain, and organize maintenance records and files; ability to keep records up to date; ability to develop and complete maintenance checklists for preventative maintenance programs.
7. Ability to operate personal computer to keep records and access interoffice mail through network. Proficient in Microsoft Office, Word and Excel.
8. Ability to read and understand Architectural and Engineering plans.
9. Strong written and verbal communication skills

10. Sufficient physical strength and freedom of motion to be able to operate power machinery, to perform repetitive tasks, to lift heavy objects and work under adverse weather conditions.
11. A Bachelor's or associate degree in maintenance management, building maintenance or related field is preferred. High school diploma or G.E.D. is required.
12. Excellent interpersonal skills and ability to interact with a variety of both internal and external clients.
13. Valid Driver's License and insurable under DCHA's insurance carrier.
14. Must pass a pre-employment physical, drug and alcohol screening scheduled by the employer.
15. Employees are required to serve a probationary period not less than 90 days and must be recommended to full-time status by the Director of Operations.
16. A combination of education, management experience and training necessary to meet position requirements will be considered.
17. Requires continuing educational courses to maintain job expectations and standards and the ability to obtain program certifications from an accredited organization within one year. Courses include but are not limited to Procurement Contract Management (NAHRO).